



How to Share a Folder

EBSCOhost's new Shared Folder feature lets you add articles to your personal folders and share them with other EBSCOhost users such as fellow students, professional colleagues, or anyone interested in a specific topic.

There are three folder areas for use:

- **My Folder** – this area holds the items that you have collected during your current session. The system folder cannot be shared.
- **My Custom** – custom folders you create, and then move result items into. You can share custom folders with other EBSCOhost users, if desired.
- **Shared by** – custom folders that another user creates and then shares with you.

You must be signed into My EBSCOhost to access custom or shared folders. In order to share a folder, it must be at the “top level” of the folders. If you have multiple levels of custom folders, the sub-folders cannot be shared.

Note: Your library administrator decides whether shared folders will be available.

Sharing a Folder

To share a folder:

1. Run a search on EBSCOhost, and save one or more articles or saved searches to a personal folder that you previously created. (For example, you created a Visual Poetry folder and added articles to it.)

The screenshot displays the EBSCOhost interface. On the left sidebar, under 'My Folder', there is a list of folders including 'Articles (9)', 'Images (0)', 'Videos (0)', 'Pages (0)', 'Notes (0)', 'Other Content Sources (0)', 'Persistent Links to Searches (2)', 'Saved Searches (0)', 'Search Alerts (2)', 'Journal Alerts (4)', and 'Web Pages (0)'. Below this, under 'My Custom', there is a folder named 'Research Articles' which is circled in red. To the right of the sidebar, the main content area shows the details of the 'My Folder: Articles' folder, which contains 9 items (1-9 of 9 Page: 1). The folder is titled 'My Folder: Articles' and has a 'Name Sort' dropdown and a 'Page Options' dropdown. Below the title, there are buttons for 'Select / deselect all', 'Delete Items', 'Copy To', and 'Move To'. The list of items includes:

- 1. [A Climate Change Corrective.](#) (New York Times, 7/11/2010, p7, 0p; (AN 52050943))
Perhaps now we can put the manufactured controversy known as Climategate behind us and turn to the task of actually doing something about global warming. On Wednesday, a panel in Britain conclude...
Database: Academic Search Premier
[HTML Full Text](#)
- 2. [Details Of The STS-132 Space Shuttle Mission.](#) (By: Moring Jr., Frank. Aviation Week & Space Technology, 5/10/2010, Vol. 172 Issue 18, p45-45, 1p; Reading Level (Lexile): 960; (AN 51615259))
This article presents information about the mission of the the space shuttle Atlantis to the International Space Station scheduled for May 14, 2010.
Subjects: SPACE shuttles; INTERNATIONAL Space Station
Database: Science Reference Center
[HTML Full Text](#)



2. Click the **Share** link under the name of your custom folder. The Sharing Options Screen displays.

- **E-mail to** – enter the e-mail addresses of the people that you want to share the folder with. (Recipients must have EBSCOhost access to share the folder.)
- **Subject** – you can accept the default message or enter a new one.
- **Message** – you can enter a personal message or leave this field blank.
- **E-mail Format** – you can send your e-mail message in either plain text or HTML format.
- **Restrict Passcode to Single Use** – included in the e-mail sent to the people you are sharing the folder with, will be a “passcode” that lets the recipient access your folder.

By marking the “Restrict Passcode to Single Use” check box, each user will be sent a different passcode that can only be used once. If this option is not marked, users will be sent the same passcode that can be used multiple times with no restriction. For security reasons, it is a good idea to send each user a different passcode. If all users are sent the same passcode, it is possible that it might be sent to other users you may not want to share with, or who may not have access to EBSCOhost.

3. Click **Invite**. An e-mail message is sent to each recipient that a shared folder is available.



“Unsharing” a Folder

Once those you have invited to share a personal folder accept your invitation, they are listed in the Accepted area of the Sharing Options Screen. You may decide that you no longer want to share a folder with one or more users you previously invited to share.

To “unshare” a personal folder:

1. Open the personal folder that you shared and click the **Share** link under the folder name.

Sharing Options: Research Articles

E-mail to:
Separate each e-mail address with a semicolon.

Subject:

Message:

E-mail format: ☒ Plain Text ☐ HTML

☒ Restrict Passcode to Single Use

Note: Subscribers will not have access to items from databases not provided by their institution.

☐ Select / deselect Subscribers:
☒ User 2

2. Mark the **check boxes** to the left of each **user** that should no longer have access to the folder.
3. Click the **Delete** button. The list of users you share with will be updated, and those users will no longer appear.

Note: Another way to “unshare” a folder you have created is simply to delete the folder. It will automatically be removed from the Subscription area of users you share it with.



Accepting a Shared Folder

When an EBSCOhost user sends you an e-mail invitation to a folder, he or she wants to share EBSCOhost search results with you. To access the shared folder, you log into EBSCOhost and “accept” that folder. You will need the passcode included in the e-mail invitation.

To accept a shared folder:

1. Sign into My EBSCOhost and click the **Folder** icon.
2. Scroll down to the **Shared by** area of the folder, and click the **Add** link. The Add Shared Folder Screen displays.

A screenshot of the "Add Shared Folder" screen in EBSCOhost. The left sidebar shows a navigation menu with "My Folder" expanded, listing various content types like Articles, Images, Videos, etc. The main content area is titled "Add Shared Folder" and contains a "Passcode" input field with the value "0ce6396e-3d0e-4751-9311-6c9dc22cecac". A red circle highlights the "Passcode" label and the input field. Below the input field is a note explaining the purpose of the passcode and a disclaimer about item availability. At the bottom of the form are "Submit" and "Cancel" buttons. The bottom of the screen shows a "Shared By" section with an "Add" button.

3. Copy the **passcode** included in the e-mail that invited you to share a folder, and paste it right into the **Passcode** field.
4. Click **Submit**. The shared folder will display in the **Shared by** area under the name of the user who has shared the folder with you.



5. In the **Shared by** area, click on the name of the folder that is being shared (for example, Visual Poetry), and the EBSCOhost search results are displayed.

The screenshot displays the EBSCOhost interface. On the left, a sidebar shows a folder structure under 'My Folder', including 'Articles (2)', 'Images (0)', 'Videos (0)', 'Pages (0)', 'Notes (0)', 'Other Content Sources (0)', 'Persistent Links to Searches (0)', 'Saved Searches (0)', 'Search Alerts (0)', 'Journal Alerts (0)', and 'Web Pages (0)'. Below this, there are sections for 'My Custom' (with 'Leg Injuries' and 'Tennis Elbow') and 'Shared By' (with 'democust' and 'Research Articles'). The main content area is titled 'My Folder: Articles' and shows '1-2 of 2 Page: 1'. It includes a search bar with 'Select / deselect all' and buttons for 'Delete Items', 'Copy To', and 'Move To'. Two search results are listed: 1. 'Probe clears scientists in 'Climategate'' by Dan Vergano, USA Today, 07/08/2010; (AN J0E350371848310) and 2. 'The other carbon-dioxide problem.' by Economist, 7/3/2010, Vol. 396 Issue 8689, p76-77, 2p, 1 Color Photograph, 1 Graph; (AN 51995070). Both results include a summary, subjects, and a 'Database: Academic Search Premier' label. Each result has a button for 'HTML Full Text'.

Notes:

- You can copy an item from a Shared by Folder to a different folder. (You must copy items rather than move them.)
- You can “unshare” from the shared folder at any time by deleting the folder from your list.
- Since the folder belongs to someone else, you cannot modify a shared folder in any way.